

2004 Fire Chief

Current Administration Orientation Guide



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The consent decree announcements for Fire Chief have not yet been approved by the USDOJ; however, candidates who wish to begin preparing for this examination may use the proposed 2004 Fire Chief Study Guide. If, in the unlikely event, changes to the guide are required by the USDOJ, these changes will be added to the website at a later date

I. INTRODUCTION

This page is intended to provide you with specific information regarding the current testing cycle for the Fire Chief exam, which includes the most recent test announcements for this position. To view information regarding the general test process, please check the Department of Personnel's website at [www.\(imbed link to General Orientation Guide\)](#).

II. TEST CONTENT AREAS

The scenario-based oral exercises will cover five topic areas:

1. Fire Ground Operations Management
2. Supervision – Subordinate Incident/Interview
3. Supervision – Delegation and Performance Goals
4. Finance – Budget Preparation
5. Fire Department Administration

III. TEST DATE, TIME AND LOCATION

The tentative test date of the next Fire Chief Exam is scheduled for the 2nd or 3rd week of December 2004.

Approximately two weeks before the test date, candidates will receive a notice in the mail that shows the date, time, location and room to which they should report for their examination. Candidates are to bring the Notification Card, two forms of identification and two pencils to the Examination Center. Pens and highlighters are optional. One of the forms of identification must include a photograph. Candidates will not be permitted to bring this Orientation Guide into the Examination Center. Candidates should map out a route in advance of the examination date and plan to arrive at the Examination Center early because no one will be admitted late.

All responses to the test questions will be video and audio taped. You should direct your responses to the camera in the testing room.

IV. READING/ REFERENCE LIST

The following reference list has been selected based on the input of incumbents:

1. The Fire Chief's Handbook, Bachtler, J.R.; Brennan, T.F., 5th edition, 1995. Saddle Brook, N.J.: Fire Engineering Books And Videos a Division of PennWell Publishing Company. (ISBN#: 0912212403)

2. Managing Fire Services, Coleman, R.J.; Granito, J.A.; ICMA Training Institute, 2nd edition, 1988. Washington, DC: International City/Council Management Association. (ISBN#: 0873260783)
3. Fire Officer's Handbook of Tactics, Norman, J., 2nd edition, 1998. Saddle Brook, N.J.: Fire Engineering Books and Videos, a Division of PennWell Publishing Company. (ISBN#: 0912212721)

Only use the 2nd edition of Managing Fire Services in your preparation for this examination.

*Please note that the Department of Personnel's intention is to utilize the reading/reference list on a limited basis in the development of the test. More specifically, the justification for the correct responses may be drawn from the reading/reference list but not exclusively. Justification may also be based on the collective Fire Service experience of Subject Matter Experts. When justification is based on experience, care will be taken to ensure that correct answers do not conflict with reference list material. **Although, the DOP suggests that candidates review the reading/reference list, your preparation for the examination should not be restricted to the above reading/reference list. Since the test items will require open-ended responses you will also have to rely on the application of knowledge and the application of management principles.***